

# APPRENTICESHIP TRAINING

## FLOORCOVERING MECHANIC Program



MANPOWER

Apprenticeship and Trade Certification



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# **FLOORCOVERING MECHANIC TRADE**

## **THE GOAL OF APPRENTICESHIP TRAINING**

To develop a competent tradesman who, through skill and knowledge, is capable of producing with accuracy and precision the scope of work and services covered by the floorcovering industry mechanics.

## **THE PRODUCT OF APPRENTICESHIP —**

a graduate who will:

- ★ Use efficiently and safely all hand and power operated equipment used by the Journeyman Mechanic.
- ★ Be able to read blueprints in relation to the trade requirement. To determine from the blueprints, areas concerned, placement of seams and joints and estimate quantities of materials and wastage.
- ★ Be skillful in cutting, fitting and installing resilient floorcovering materials, sheet goods, carpets and underlayments in most types of buildings.
- ★ Be skillful in the replacement, repair, alterations and cleaning of these materials.
- ★ Be skillful in applying wall covering materials.
- ★ Be aware of the advantages and limitations of the many different types of floor-covering material.
- ★ In this trade an unusual amount of politeness, tactfulness and personal cleanliness is required to become a successful journeyman; customer relations being a very important aspect of this vocation.

## **APPRENTICESHIP INFORMATION**

### **Basic Requirements:**

- ★ Indenture for two periods of Trade experience.
- ★ Attend a seven week technical training course in the first period and six weeks in the second period.
- ★ Fulfill the requirements for each period including a minimum hours of work experience inclusive of time spent at the training course; successfully complete the technical training course and obtain a satisfactory employer's report.
- ★ Education — a minimum requirement is the completion of grade 9 or a pass on an equivalent entrance examination as prescribed by the Trade regulation.
- ★ Age — the minimum age for apprentices is 16 years. There is no upper age limit.

### **Credits:**

- ★ Accelerated patterns of apprenticeship may be granted for related technical training and/or experience.

### **Benefits:**

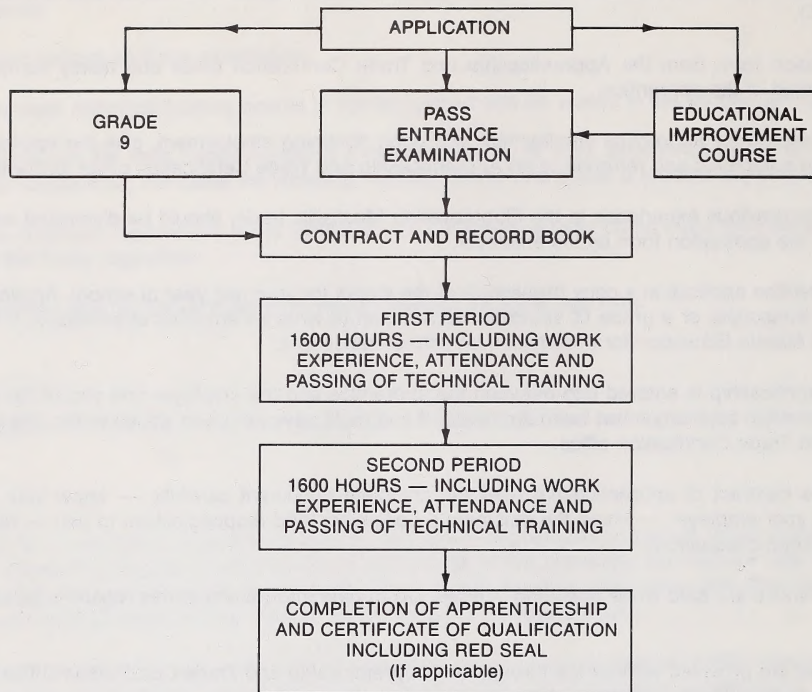
- ★ Apprenticeship is a learning-while-earning program. During the apprenticeship period, while working at the trade, apprentices are assured by regulation of a minimum percentage of the prevailing journeyman rate: 50% during the first period, 75% during the second period. Progress from one rate to the next takes place only after successful completion of all the requirements for each period. (details are outlined in the Record Book).
- ★ All apprentices 17 years of age and older are normally eligible for training allowances while attending technical training courses. These allowances are funded by the Canada Employment and Immigration Commission.
- ★ Administrative procedures establishing the amount of training allowance is complex and can vary with an individual's circumstances. Contact a local Canada Employment Centre for details.
- ★ The most significant benefit to the graduate apprentice is that he is well trained in technical and practical aspects of the trade and is able to make a worthwhile and productive contribution to society. Society in return, will provide an opportunity for livelihood.



## DIRECTIONS FOR PROSPECTIVE APPRENTICES

- ★ Contact your nearest Apprenticeship and Trade Certification office for detailed information and counselling (see list of offices on page 15).
- ★ Obtain an application form from the Apprenticeship and Trade Certification office and neatly complete, in full, the information requested of the apprentice.
- ★ Persevere in the search for apprentice employment and upon obtaining employment, give the application to the employer. It should be completed and returned to an Apprenticeship and Trade Certification office forthwith.
- ★ Any time credit, for previous experience in the Floorcovering Mechanic trade, should be discussed with the employer and requested on the application form by the employer.
- ★ Attach to the apprentice application a copy (transcript) of the marks for your last year of school. Applicants who do not have their school transcripts or a grade IX standing are required to write an entrance examination. If transcripts have been lost, contact Alberta Education for information on school transcripts.
- ★ A contract of apprenticeship is entered into between the apprentice and the employer and should be signed within 90 days after the apprentice application has been approved. If contracts have not been issued within this time, contact the Apprenticeship and Trade Certification office.
- ★ Before signing the contract of apprenticeship read the complete document carefully — know your obligations and responsibilities to your employer — know the employer's obligations and responsibilities to you — feel confident you have selected the right occupation.
- ★ Subsistence allowances are paid while attending classes. Up to date information in this regard is included with school notice.
- ★ The school courses are provided without fee through the Apprenticeship and Trade Certification Office and are paid by the Provincial and Federal Governments.
- ★ Know when you will be expected to attend classes and be prepared to attend. In early May of each year, School Schedules are sent to you and your employer. The employer also receives a class selection card for you, which is to be completed and submitted for scheduling. Information on procedures also accompanies the above. Confirmation on the date you actually get scheduled and/or the Official Notice will follow at the appropriate time(s).
- ★ Prepare in advance for the financial obligations required of you during school training. Reference materials and school supplies are paid for by the apprentice.
- ★ While an apprentice, it will be your responsibility to respond promptly to mailed directions and requests from Apprenticeship and Trade Certification office.

## APPRENTICESHIP ROUTE TOWARD CERTIFICATION





## **APPRENTICESHIP COMMITTEE STRUCTURE**

### **Floorcovering Mechanic Provincial Apprenticeship Committee**

The Provincial Apprenticeship Committee for the Floorcovering Mechanic Trade is comprised of members from Local Apprenticeship Committees from the cities of Edmonton and Calgary.

This Committee is concerned with the policies that guide the program and make recommendations to the Apprenticeship and Trade Certification Board and the Executive Director of Apprenticeship and Trade Certification office in the following areas:

- ★ Contribute current information relative to changes in the trade and requirements of industry.
- ★ Make recommendations for changes to existing trade regulations.
- ★ Assist in updating of the training program through recommendations for revisions to the course outline and examinations.
- ★ Assist in marking of practical examinations as required.

### **Local Apprenticeship Committee**

Local Apprenticeship Committees are concerned with individuals and trade situations within a local region. Meetings are held throughout the year to make recommendations and to discuss problems relating to the apprenticeship program. Members who serve on committees are nominated by employer and labour organizations, and membership is equally divided into employer and employee representation in accordance with The Manpower Development Act.

### **Apprenticeship Committee Members:**

Mr. R. Janzow — Edmonton L.A.C. — Employee  
Mr. H. Veldkamp — Edmonton L.A.C. — Employer  
Mr. J. Stewart — Edmonton L.A.C. — Employer  
Mr. D. Parkin — Calgary L.A.C. — Employer  
Mr. C. Delooze — Calgary L.A.C. — Employer  
Mr. D. Deagle — Edmonton L.A.C. — Employee

## **FLOORCOVERING MECHANIC PROGRAM COURSE OUTLINE**

This outline has been prepared in accordance with recommendations from the Provincial Apprenticeship Committee for the Floorcovering Mechanic Trade in the Province of Alberta.

The outline was updated following consideration given to recommendations and suggestions from:

Local Apprenticeship Committees  
Representatives from training institutes  
Curriculum Sub-Committee from the Provincial Apprenticeship Committee

## **PROCEDURES FOR RECOMMENDING REVISION(S) TO THE COURSE OUTLINE**

Any concerned citizen or group in the Province of Alberta may make recommendations for change by writing to Apprenticeship and Trade Certification, Edmonton.

It is requested that recommendations for change refer to specific areas and state references used. Recommendations received will be placed before regular meetings of the Provincial Apprenticeship Committee.

## **SAFETY EDUCATION**

Safe working procedures and conditions, accident prevention and the preservation of health is of primary importance in the Apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of the government, employers, employees and the general public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm and that safe learning experiences and environment can be created by controlling the variables and behaviors that may contribute to or cause an accident and/or an injury.

It is generally recognized that a safe attitude contributes to an accident free environment. As a result a healthy safe attitude towards accident will benefit an employee by helping to avoid injury, loss of time and loss of pay.

A tradesman is possibly exposed to more hazards than any other person in the work force and therefore, should be familiar with the Occupational Health and Safety Act and Regulations dealing with his own personal safety and the special safety rules applying to each job.

### **LEGAL AND ADMINISTRATIVE ASPECTS**

#### **Employer's Responsibilities:**

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer. The company is responsible for:

1. The provision and maintenance of safety equipment
2. The provision of protective devices and clothing (as required by the Occupational Health & Safety Act, General Safety Regulations)
3. The enforcement of safe working procedures
4. Adequate safeguards for machinery, equipment and tools
5. Observance of all accident prevention regulations
6. Adequate training to allow a worker to use or operate equipment in an effective and safe manner.

#### **Government's Responsibilities:**

Apprenticeship and Trade Certification in conjunction with the respective Provincial Apprenticeship Committee assumes the responsibility to assure that adequate safety is reflected in the curriculum and that adequate safety instruction is presented at the training establishments.

The Occupational Health and Safety Inspection Branch assumes the responsibility for periodic inspection of the operation to ensure that regulations for industry are being correctly observed.

#### **Individual's Responsibilities:**

The employee is responsible for:

1. Knowing and working in accordance with the safety regulations pertaining to job environment and
2. Working in such a way as not to endanger himself or his fellow employees

The major factor in safety is the individual employee, his personal attitude toward safety and having an awareness of the respective safety regulation.



# FLOORCOVERING MECHANIC PROGRAM

## Subjects and Time Distribution

<b>First Period</b>	<b>7 Weeks</b>	<b>30 Hours Per Week</b>	<b>210 Hours</b>
Theory:			81 Hours
	Tools and Safety		13
	Preparation and Product Knowledge		27
	Installation Skills		5
	Math and Blueprint Reading		30
	Attitude and Communications		3
	Apprenticeship Examinations		3
Shop:			129 Hours
	Tools and Safety		19
	Practice Exercises in Trade Skills		106
	Apprenticeship Shop Examinations		4
<b>Second Period</b>	<b>6 Weeks</b>	<b>30 Hours Per Week</b>	<b>180 Hours</b>
Theory:			62 Hours
	Tools and Safety		3
	Preparation and Product Knowledge		15
	Math and Blueprint Reading		28
	Trade Skills and Installations		11
	Attitude and Communications		2
	Apprenticeship Examination		3
Shop:			118 Hours
	Tools and Safety		9
	Shop Exercises		105
	Apprenticeship Examination		4



## FLOORCOVERING

### SUBJECTS

### TIME DISTRIBUTION IN HOURS

THEORY	1ST PERIOD	2ND PERIOD	TOTALS
Tools	2		2
Safety	5	3	8
Explosive Actuated Tools	6		6
Preparation Knowledge	6	1	7
Products Knowledge	21	12	33
Installation Skills	5	5	10
Trade and Public Relations	3		3
Trade Mathematics	15	14	29
Blueprint Reading	15	14	29
Servicing		3	3
Specialty Material		2	2
Job and Time Organizing		3	3
Attitude and Communication		2	2
Apprenticeship Examination	3	3	6

### SHOPWORK

Tools	10	3	13
Safety	9	6	15
Preparation Skills	9	7	16
Installation Skills	97	80	177
Servicing		9	9
Specialty Material		9	9
Apprenticeship Examination	4	4	8

## FIRST PERIOD TECHNICAL TRAINING

<b>Theory</b>	<b>81 Hours</b>
<b>A. Tools Used in the Floorcovering Trade</b>	
1. Hand tools	1. List and identify tools used for basic skills in the floorcovering trade.
<b>B. Safety and Work Habits</b>	<b>5 Hours</b>
	1. Identify personal protective equipment and clothing.
	2. List and identify power tools.
	3. Review safety instructions on use of power tools, adhesives, sealers and cleaners.
	4. Label and identify the safe use of unfamiliar products.
	5. Perceive hazardous conditions and take precaution.
	6. Locate availability of First Aid Equipment.
<b>C. Explosive Actuated Tools</b>	<b>6 Hours</b>
1. Theory	1. Identify and define high velocity and low velocity tools and their operation. Be aware of the safety features and the different types of fasteners and charges. Learn the safety codes and regulations. State causes of misfire.
	2. Identify the operator's responsibility. Demonstrate safe operation. Explain the relationships between pins, charges and materials. Discuss the hidden features of fastening surfaces.
2. Practical	1. Demonstrate safe servicing and storage of tools and supplies. Demonstrate minimum service of all common tools. Learn proper and safe storage of tools and charges and the disposal of misfired charges.
	2. Demonstrate operation and the actual firing of a high velocity and a low velocity tool.
	3. Operate — take part in both the prefiring routine and fire both high velocity and low velocity explosive actuated type.
3. Test	1. Receive a Certificate of Proficiency upon successful completion of test.
<b>D. Preparation Knowledge</b>	<b>6 Hours</b>
1. Job preparation	1. Identify types of subfloors or surfaces.
	2. Inspect and determine the level of smoothness (evenness) of subfloors.
	3. Identify type of moisture test required on concrete floors.
	4. Inspect wood sub-floors for secure fastening.
	5. Identify types of fillers, mixing and methods of application.
<b>E. Product Knowledge</b>	<b>21 Hours</b>
1. Resilient floorcovering	1. Identify Types of Resilient Surfaces: (a) P.V.C. (b) Carbon (c) Cushion Vinyl (d) Tile (e) Lino (f) Vinyl decking (g) Special antistatic and safety surface.
2. Mouldings	1. Identify metal and vinyl types.
3. Adhesives	1. Interpret manufacturers specifications for selection and application.
4. Carpet and Underlay	1. Identify carpet structures.
	2. Interpret manufacturers specifications to select proper adhesives for carpet and seams or proper hot melt tape.
	3. Identify various types of underlay.

**F. Installation Skills****5 Hours**

## 1. Basic procedures

1. Establish layout of material keeping direction of mat in mind.
2. Verify dimensions.
3. Verify material selection and requirements including underlay and moulding.
4. Select proper adhesives and seaming material.
5. Illustrate installation of underlay tackless strips, mouldings and finishing material.
6. Conducting final inspections.

**G. Trade and Public Relations****3 Hours**

## 1. Attitude and communication

1. Display cooperative attitude.
2. Interpret written and verbal orders.
3. Interact with related trades and/or customer.
4. Be receptive to self improvement.

**H. Trade Mathematics****15 Hours**

## 1. Be skillful in imperial and metric

1. Calculate additions, subtractions, multiplications and divisions.
2. Calculate percentages, fractions and make decimal conversions.
3. Calculate perimeters, areas including geometric designs.

**I. Blueprint Reading****15 Hours**

## 1. Basic skills

1. Identify lines, symbols and conventions.
2. Develop sketches and plots.
3. Read scale rule.
4. Identify the sections of a set of construction blueprints and specifications.
5. Identify basic symbols referring to cross sections detailed sections and how to locate them.

**J. Apprenticeship Theory Examination****3 Hours****1. Shopwork****129 Hours****A. Installation Tools****10 Hours**

## 1. Hand and power tools

1. Demonstrate selection and proper use of trade tools.
  - (a) Measuring
  - (b) Cutting
  - (c) Stretching
  - (d) Seaming
  - (e) Preparation
  - (f) Finishing

**B. Safety and Work Habits****9 Hours**

## 1. Power tools, fire extinguisher and personal protection

1. Demonstrate safe use of power tools, condition and maintenance.
2. Demonstrate the use of:
  - (a) fire extinguishing equipment
  - (b) proper methods of material handling
  - (c) proper knee protection
3. Demonstrate proper on the job housekeeping practices.



**C. Preparation Knowledge (skills)****9 Hours**

1. On the job preparation
  1. Determine type and condition of subfloor:
    - (a) level
    - (b) finish
    - (c) secureness
  2. Select and apply proper type of moisture test to concrete.
  3. Demonstrate the selection, mixing and applying of fillers.
  4. Selecting and demonstrating the use of adhesive removers.

**D. Installations Skills****97 Hours**

1. Hands-on exercises
  1. Verify dimensions and material requirements
  2. Demonstrate
    - (a) cutting of material
    - (b) keeping matching of pattern and direction of matt in mind
    - (c) application of adhesives
    - (d) material stretching
    - (e) seaming
    - (f) installation of finished material
    - (g) edging and mouldings
    - (h) scribing — straight, pattern, template and mitres
    - (i) cove and stairway fitting
  3. Additional demonstrations where significant trade skills are essential.

**E. Apprenticeship Shop Examination****4 Hours**

Disposition marks will be:

Trade Examiner's Mark — 50%  
 Shop Instructor's Mark — 50%  
 Final Mark — 100%

Samples of each apprentice's work during the course will be retained by the school. These will be marked by the trade examiners, along with the shop test. This will be averaged with the shop instructor's mark.

## SECOND PERIOD TECHNICAL TRAINING

<b>Theory</b>	<b>62 Hours</b>
<b>A. Tools and Safety</b>	<b>3 Hours</b>
1. Preventive maintenance	1. Identify, general, specialty and power tools. 2. Demonstrate safety in the use and care of tools.
<b>B. Preparation Knowledge</b>	<b>1 Hour</b>
1. Preventing problems	1. Identifying problems due to inadequate floor preparations. 2. Solving problems most commonly encountered. 3. Identify new and regular products used in solving preparation problems.
<b>C. Product Knowledge of Resilient Surfaces</b>	<b>6 Hours</b>
1. The right material for the right job	1. Describe (a) P.V.C. products (b) carbon (c) hardwood (d) coving (e) hot melt 2. Identify new products and their application.
<b>D. Product Knowledge of Carpet and Underlay</b>	<b>6 Hours</b>
1. Know your material	1. Describe problems encountered when installing underlay and carpet: (a) direction of matt (b) durability (c) irregular sizes (d) specialty material 2. Identify new products and their application.
<b>E. Trade Skills and Installation</b>	<b>5 Hours</b>
1. Installation techniques	1. Solve problems in installing: (a) irregular weave material (b) specialty material (c) covering stairs, benches and walls (d) edging and mouldings (e) surpant seaming (f) irregular sizes
<b>F. Service Work</b>	<b>3 Hours</b>
1. Public relations, assessing problems and estimating	1. Demonstrate the importance of practicing good public relations with clients. 2. Identifying and assessing problems. 3. Estimating repair costs.
<b>G. Specialty Material</b>	<b>2 Hours</b>
1. Specific performance	1. Identify material recommended for chemical laboratories, public entrances, oily and wet conditions. 2. Describe where the application of ceramics and quarry tile are an advantage.
<b>H. Job and Time Organization</b>	<b>3 Hours</b>
1. Self preparation and record keeping	1. Estimate start and completion of job. 2. Organize time schedule and material delivery. 3. Delegating staff and job duties. 4. Illustrate basic record keeping.

5. Illustrate where and how to acquire information about:
  - (a) Unemployment Insurance
  - (b) Canada Pension Plan
  - (c) Taxation
  - (d) Workers Compensation

**I. Attitude and Communication**

**2 Hours**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Compatibility and interaction</li> </ol> | <ol style="list-style-type: none"> <li>1. Delegate responsibilities.</li> <li>2. Interpret written and verbal orders.</li> <li>3. Display co-operative attitude.</li> <li>4. Interact with related trades and/or consumers.</li> <li>5. Illustrate receptiveness to self improvement.</li> </ol> |
|--|--|

**J. Trade Mathematics**

**14 Hours**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Trade mathematic exercises</li> </ol> | <ol style="list-style-type: none"> <li>1. Demonstrate calculations that apply to trade practices such as:           <ol style="list-style-type: none"> <li>(a) area calculations</li> <li>(b) material quantity considering pattern match</li> <li>(c) Imperial/Metric conversions</li> </ol> </li> </ol> |
|---|---|

**K. Blueprint Reading**

**14 Hours**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Floorcovering and new construction</li> </ol> | <ol style="list-style-type: none"> <li>1. Practice working from blueprints and relate the functions of specifications.</li> <li>2. Locate and interpret room finishing schedule.</li> <li>3. Plan job layout procedures and estimate material requirements.</li> <li>4. Exercise a take-off and estimate the installation.</li> <li>5. Produce a scale drawing showing location of seams, produce work directions from specifications including pattern instructions.</li> </ol> |
|---|--|

**L. Apprenticeship Theory Examination**

**3 Hours**

**1. Shopwork**

**118 Hours**

**A. Tools**

**3 Hours**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. On-the-job application</li> </ol> | <ol style="list-style-type: none"> <li>1. Select and demonstrate:           <ol style="list-style-type: none"> <li>(a) cutting tools</li> <li>(b) measuring tools</li> <li>(c) stretching tools</li> <li>(d) finishing tools</li> <li>(e) preparation tools</li> </ol> </li> <li>2. Demonstrate care and determine condition of all above items.</li> </ol> |
|---|---|

**B. Safety and Work Habits**

**6 Hours**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Safety practices</li> </ol> | <ol style="list-style-type: none"> <li>1. Demonstrate maintenance of power tools.</li> <li>2. Demonstrate the practice of proper or good:           <ol style="list-style-type: none"> <li>(a) material handling techniques</li> <li>(b) knee protection</li> <li>(c) on-the-job housekeeping</li> <li>(d) use of fire extinguisher</li> </ol> </li> <li>3. Perceive hazardous conditions.</li> </ol> |
|---|---|

**C. Preparation Skills**

**7 Hours**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Base preparation</li> </ol> | <ol style="list-style-type: none"> <li>1. Exercises in:           <ol style="list-style-type: none"> <li>(a) applying fillers</li> <li>(b) moisture test</li> <li>(c) sanding and filling wood floors</li> <li>(d) use of adhesive removers</li> <li>(e) use of equipment for removal of existing floorcovering</li> </ol> </li> </ol> |
|---|--|



**D. Trade Skills for Installations****80 Hours**

## 1. Hands-on experience

1. Exercises in practical application of theory items noted under the following headings:
  - (a) product knowledge of resilient surfaces
  - (b) product knowledge of underlay and carpet
  - (c) trade skills and installation

**E. Servicing****9 Hours**

## 1. Problem solving

1. Identifying and assessing problems.
2. Selecting material and tools to solve the problems.

**F. Specialty Material****9 Hours**

## 1. Specific needs

1. Demonstrate new specialty material.
2. Install prefinished hardwood floor.
3. Install ceramic tile.

**G. Apprenticeship Shop Examination****4 Hours****A. Shop Mark**

Samples of each apprentice's work during the course will be retained by the school. These will be marked by the trade examiners, along with the shop test. This will be averaged with the shop instructor's mark.

## **SUGGESTED REFERENCE MATERIALS**

Installation Manual — Armstrong Cork Co. — Lancaster Park

## **TECHNICAL TRAINING SCHOOLS**

The Floorcovering Mechanic apprenticeship training program is offered by Alberta Manpower, Apprenticeship and Trade Certification. Staff and facilities for teaching the program are supplied by:

1. Westerra Institute of Technology — Stony Plain, Alberta  
(Scona Campus, Edmonton)

## **LOCATION OF APPRENTICESHIP AND TRADE CERTIFICATION REGIONAL OFFICES**

BONNYVILLE

CALGARY

EDMONTON

FORT McMURRAY

GRANDE PRAIRIE

HINTON

LETHBRIDGE

MEDICINE HAT

PEACE RIVER

RED DEER

VERMILION

**THE MANPOWER DEVELOPMENT ACT**  
**FLOORCOVERING MECHANIC TRADE REGULATION**

**1(1) In this regulation**

- (a) "floorcovering mechanic" means a person engaged in the installation and servicing of resilient floorcovering materials, wall covering and countertops with related materials, carpets and underlayments, in any type of building or living accommodation;
- (b) "General Regulations", means the General Regulations (Alta. Reg. 43/77) as amended;
- (c) "trade" means the trade of floorcovering mechanic.

**(2) The definitions in the General Regulations apply in this regulation.**

AR 94/80

**PART 1**

**APPRENTICESHIP AND TRADE TRAINING**

**2 A person is eligible to be an apprentice floorcovering mechanic if he has**

- (a) satisfied the requirements of section 5 of the General Regulations, and
- (b) either
  - (i) produced evidence of at least a Grade 9 education or its equivalent, or
  - (ii) passed an entrance examination prescribed by the Board.

AR 94/80; 400/84

**3(1) Subject to subsections (1.1), (2) and (3), an employer who is a journeyman or who employs a journeyman may employ one apprentice and one additional apprentice for each additional journeymen he employs.**

(1.1) If the supply of journeymen in a location where an employer is carrying on business is insufficient to permit the employer to carry out his commitments, the Director may authorize the employer to employ apprentices in addition to those permitted under subsection (1).

(2) The Director may authorize an employer to employ an apprentice on a temporary basis, in addition to those permitted under subsection (1), to be trained in a branch of the trade not engaged in by the person to whom he is apprenticed.

(3) An apprentice employed temporarily under subsection (2) shall not, for the purposes of subsection (1), be considered to be an apprentice of his temporary employer.

AR 94/80; 400/84

**4(1) The term of apprenticeship shall be 2 periods of 12 months each.**

(2) Each period shall consist of not less than 1600 hours of employment, including time spent attending technical training courses prescribed by the Board.

(3) Repealed AR 400/84.

AR 94/80; 400/84

**5 When a contract of apprenticeship is registered with the Director, he shall issue to the apprentice an official record book referred to in section 14 of the General Regulations.**

AR 94/80

**6(1) An apprentice shall not advance to the next period until the Director has authorized him to do so by making an entry in the apprentice's official record book under subsection (2).**



(2) The Director shall make an entry in the apprentice's official record book authorizing advancement to the next period, when the apprentice

- (a) has completed the previous period of apprenticeship,
- (b) has received, in the opinion of the Director, a satisfactory report from
  - (i) his employer, and
  - (ii) the school at which he attended technical training courses prescribed by the Board,
- (c) has completed the tests and examinations prescribed by the Board, and
- (d) has attained pass marks prescribed by the Board in the tests and examinations referred to in clause (c).

AR 94/80

**7** The official record book of an apprentice shall be kept in the possession of his employer and, upon termination of the employment of the apprentice, the employer shall present the book to him.

AR 94/80

**8(1)** An employer shall pay wages to the apprentice that are not less than the following percentages of the prevailing wages paid to a journeyman:

- (a) 50% in the first period;
- (b) 75% in the 2nd period;
- (c) repealed AR 400/84.

(2) Notwithstanding subsection (1), the wages paid to an apprentice shall not be less than the minimum wage fixed pursuant to the *Employment Standards Act*.

(3) An employer is not required to pay an apprentice wages during the time that the apprentice spends attending technical training courses prescribed by the Board.

AR 94/80: 400/84

**9** The hours of work and working conditions of an apprentice shall be the same as those of a journeyman.

AR 94/80

## PART 2

### CERTIFICATION

**10** The Director may issue Certificates of Qualification in accordance with section 32 of the General Regulations.

AR 94/80

**11** In addition to section 32 of the General Regulations, the Director may issue a Certificate of Qualification for the trade without examination to a person who holds

- (a) a Certificate of Completion of Apprenticeship in the trade issued by another province within Canada, or
- (b) a Certificate of Qualification or a Certificate of Proficiency in the trade issued by another province within Canada bearing an Interprovincial Standards Red Seal.

AR 94/80

**12(1)** In accordance with section 32(b) of the General Regulations, the Director may issue a Certificate of Qualification to a person who successfully completes an examination referred to in this section.

(1.1) An application to take an examination for a Certificate of Qualification shall be made to the Director.

(2) Documentary evidence acceptable to the Director shall be presented by the applicant for an examination showing that the applicant

- (a) holds a certificate equivalent to an Alberta Certificate of Qualification issued by another Province within Canada, or
- (b) has at least 3 years of acceptable work experience in the trade.

(3) The applicant shall provide translations into the English language acceptable to the Director, of credentials other than in English submitted pursuant to subsection (2).

AR 94/80; 400/84

**13** A Certificate of Qualification issued under this regulation is effective unless cancelled or suspended by the Director in accordance with sections 42 and 43 of the General Regulations.

AR 94/80

**14** *The Regulations with Respect to the Trade of Floorcovering Mechanic (Alta. Reg. 60/71) are repealed.*

AR 94/80



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